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THE ARCHIVO GENERAL DE INDIAS

The ever-increasing present-day interest in Hispanic America offers ready acceptance to anything which aims at a wider dissemination of information regarding it—whether it be commercial opportunity or historical background.¹ The study of the history of the territory lying to the south of the United States has a most brilliant future, and, in the succeeding years the sources of its history, particularly those located in the archives of Spain, will be mined more and more extensively. No collection in Spain, indeed, no collection throughout the world, is so rich in materials concerning that region, as is the Archivo General de Indias, located in Seville. It is to be expected, therefore, that those archives are destined to be the goal of a great majority of those who elect research in Spanish American History. There are numerous guides in print to the Archivo General, but they are primarily catalogues to materials—what is needed is a practical aid to direct one through the intricacies of archive routine. It is the aim of this article to present such a guide in brief scope, one that the authors of this article would have welcomed when they began their work in Seville.

Investigation in foreign archives necessarily presents to American students the problems of travel and residence abroad. In Spain these difficulties are accentuated. Hence, next to aids in actual archive complexities, it is expedient to point out how inconveniences in travel and residence can be reduced to a minimum. The prospective investigator should plan to arrive in Seville no earlier than September

¹ The best-known guide of this character is William R. Shepherd, *Guide to materials for the history of the United States in Spanish archives* (Washington, 1907), which also gives a general description of the Archives and the organization of their contents. Roscoe R. Hill's *Descriptive catalogue of the documents relating to the history of the United States in the Papeles procedentes de Cuba deposited in the Archives General de Indias at Seville* (Washington, 1916) is a guide to materials of a more particular nature. It also supplements Shepherd's *Guide* as regards arrangement and archival rules. A bibliography of works treating of the Archivo General de Indias is to be found on p. vii of this catalogue. Another guide to particular material in the Archivo General is, Charles E. Chapman's *Catalogue of Materials in the Archivo General de Indias for the History of the Pacific Coast and the American Southwest*, Berkeley, 1919. Its introduction contains a brief, but useful, description of the Archives.

as the terrific summer heat makes work wellnigh impossible. This will enable him to spend the other three seasons quite comfortably in research.

The routes to Seville from America are as varied as are their relative merits. In reality, however, these can be classified under two heads: sea and land approaches. There are Spanish transatlantic steamship lines running direct to Cadiz, British lines to Gibraltar, and French lines to Lisbon. These constitute the sea approaches. They involve a long, slow passage across the Atlantic, several train changes to Seville, and little opportunity for sight-seeing. On the other hand, one can make a rapid, direct passage to France on any one of a dozen steamship lines, and travel overland to Seville by way of Paris and Madrid at no greater expense, and with the added inducement of better service and instructive sightseeing. In regard to route therefore, the most preferable one is that by way of France.

The selection of living accommodations in Seville is obviously a relative matter, determined by the sex, age, and position in life of the student. In general, however, there are certain criteria which must be adhered to in choosing quarters; the first and most important of which is good food and warmth during the winter. The winters in Seville, though comparatively mild, can nevertheless be most uncomfortable due to the lack of heating facilities. One should aim, therefore, in order to escape the damp cold, to secure quarters as high above the ground as is possible, and which receive sunlight sometime during the day. Of equal importance to health and unimpaired efficiency is wholesome food and pure drinking water. Spanish food, though plentiful, is invariably prepared in olive-oil which, beneficial in its natural state, is highly indigestible as cooked grease. Nor can too much care be exercised in drinking nothing but boiled or distilled water, as the local supplies are typhoid-laden. The impression is current that syphon-water is safe, but even its use should be dispensed with, as it is made from undistilled water. The proximity of living quarters to the archives is an obvious advantage which needs but to be mentioned.

The most accessible stopping-places in Seville are the hotels and fondas, which are, as a rule, quite comfortable, and are to be recommended to people who contemplate only a short stay. Prices range from seven pesetas a day, to eighteen pesetas at the Hotel Inglaterra, Seville's most pretentious hostelry. For parties of people who intend to make a more prolonged stay the renting of an apartment is recommended. These, well furnished, can be easily secured at a moderate

price. Extreme Andalusian conservatism renders it well-nigh impossible to live with a Spanish family with the idea of coming in contact with Spanish life and improving one's knowledge of the Spanish language. Moreover the Spanish dialect spoken in Andalusia, makes it a most unsatisfactory place to acquire correct Spanish.

People accustomed to keep in trim by a certain amount of active, outdoor exercise, will find that all Seville affords are long walks. Even tennis is out of the question, due to the absence of tennis courts. Physical recreation being thus summarily disposed of there remains mental diversion. There are no public libraries, nor institutions resembling the Y. M. C. A. Hence, one is compelled to fall back on clubs, cafes, and theaters for amusement.

The building in which the Archivo General de Indias is housed can be located with little difficulty. It is a two-storied, square, unimposing structure, adjoining the Cathedral in the heart of the city, and is known to the Sevillanos as the Casa Lonja. It was built in 1598 as the seat of the Casa de Contratación, which purpose it served for over a hundred years. With the removal of the merchant's exchange to Cadiz, the building was left unoccupied until 1785, when, by royal decree, it became the repository for the Archivo de Indias. That purpose it has served to the present time—the collection being increased constantly by accessions from Simancas and similar sources. Despite the simple severity of the Casa Lonja's exterior, its interior still retains some vestiges of former splendor. On the lower floor, surrounding a patio, adorned only by a statue of Columbus are galleries for exhibiting documents, and the summer research-room. The second floor, more ornate than the first, is given over to document stacks, exhibition halls, and the winter workrooms of the Archives.

The provision of workrooms to fit the seasons may seem curious. This is made necessary because of the marked change from suffocating summer-heat to penetrating winter-dampness. The Sevillian custom is to vacate the lower floor during the winter months to escape the invading moisture, and in this the Archives are no exception. Even these measures are futile, for, in the absence of heating appliances, one is forced to work heavily wrapped in overcoats and blankets. For these reasons it is advisable to be provided with clothes suitable for both extreme heat and cold.

Admission to the Archives for the purpose of investigation can be readily obtained. There are practically no formalities, and, once admittance has been gained, there is little restriction. Letters of

introduction, and similar credentials, attesting the good character and serious intent of the bearer, will be found valuable. No fees are required; however, it is customary to give a small "*propina*" to the "*ordenanzas*," or attendants, who deliver the documents. Students are assigned permanent study-tables where they may carry on their investigations unmolested, and, though paper is not furnished, pens and good ink are supplied.

The necessity of adequate preparation and thorough training before attempting archive research cannot be too strongly urged. Above all, a thorough acquaintance with all secondary material on a given subject, as well as of printed sources and transcripts of manuscripts that are available, should be acquired. In particular there should be at hand, at all times, a complete index of known material on the subject. This will not only give direction to work in the Archives, but will prevent useless duplication. One should not expect to find library facilities at his disposal in Seville. There is a small reference library in the Archivo General, but the very meager collection is kept behind lock and key. The University Library has little value for modern research, and the Columbine Library is limited in its scope.

The training in auxiliary sciences necessary to historical analysis will be determined by the nature of the subject under investigation. Obviously, every researcher in the Archivo General de Indias must be equipped with a knowledge of the Spanish language. This knowledge must be more and more specialized as one works back toward the Middle Ages. The study of subjects belonging to the earlier centuries, or the religious field, demand a thorough training in Latin in addition. Modern Spanish orthography presents no difficulties, but any work prior to the seventeenth century necessitates a mastery of palaeography.² The Archives' very rich collection in old maps makes, at least, an elementary acquaintance with cartography highly desirable. It is for the particular investigator to determine whether his subject requires training in diplomatics, heraldry, genealogy, sphragistics, or any other of the sciences auxiliary to history.

The great mass of manuscripts in the Archivo General has never been satisfactorily calendared. There are inventories which vary as greatly in physical makeup as they do in utility. They are of various sizes,

² The most practical work on Spanish palaeography is, D. Jesus Muñoz y Rivero, *Manual de Palaeografía Diplomática Española de los Siglos XII al XVII*, Segunda edición corregida y aumentada, Madrid, 1917. It can be procured from the editor, Daniel Jorro, at 23 Calle de la Paz, Madrid.

ranging from small, octavo volumes to huge unwieldy folios—all handwritten. Some of the catalogues, still in use, were prepared over a century ago. Naturally, they are somewhat worn, and, in many cases, are almost illegible; but, most serious of all, they are quite out of date, as archive science has made tremendous strides since they were prepared. Their lack of uniformity is also marked by different systems of entry, presence or absence of indices, and variability in accuracy and completeness. The result is that, while one is dependent upon these catalogues for general direction, these materials are of little assistance beyond providing the necessary shelf-numbers for *legajos*.³

The summary entries of these inventories have been recently published in a small volume by the officials of the Centro at the Archivo de Indias in Seville.⁴ It indicates the main divisions into which the *legajos* have been grouped, their numbers and inclusive dates, and some indication of the nature of the material contained. The lack of shelf-numbers makes this publication of little value. Realizing this, the Archives officials have undertaken the publication, *in extenso*, of all the inventories to the Archives collection. The only one of these published to date is, *Catálogo de Legajos del Archivo General de Indias, Secciones Primera y Segunda, Patronato y Contaduría General del Consejo de Indias*.⁵

Inasmuch as one can have recourse to no more satisfactory catalogues, a detailed description of those existing may prove useful. The some sixty million documents, assembled in the forty-five thousand *legajos*, which comprise the manuscript collection of the Archives, are divided into twelve great sets, each with its individual catalogue. These sets are: Patronato Real, Contaduría General del Consejo de Indias, Casa de Contratación de las Indias, Papeles de Justicia de Indias, Consejo de Indias y Distintos Ministerios Procedentes de Simancas, Escribanía de Camara del Consejo de Indias, Secretaría del Juzgado de Arribadas de Cádiz y Comisión Inteventora de la Hacienda Pública de Cádiz,

³ *Legajos* are bundles of manuscripts ranging in size from a few documents, or bound volumes, to as many as two thousand manuscripts each. They are located by *estante* (stack), *cajón* (shelf), and *legajo* numbers, and a combination of the three forms the *legajo* call-number. For example, *Estante 2, Cajón 2, Legajo 3*, is commonly written 2-2-3.

⁴ *Catálogo, Cuadro General de la Documentación del Archivo General de Indias*, Biblioteca Colonial Americana, Tomo I, edited by the officials of the Centro at the Archivo de Indias, Seville, 1918.

⁵ Biblioteca Colonial Americana, Tomo II, edited by the director of the Centro at the Archivo de Indias, Seville, 1919.

Papeles de Correos, Papeles de Estado, Papeles de Ministerio de Ultramar, Papeles de la Isla de Cuba, and Papeles de Cádiz. They vary in size from the 105 *legajos* of the Estado Group to the 18,860 *legajos* of the Simancas Consejo Papers.

The first and best known set is the Patronato Real. It represents selections from the consignments from Simancas made by Don Diego Juárez, head of the Archivo de Indias, in 1814, of what he considered the most interesting.⁶ The collection of 294 *legajos*, occupies two *estantes* in the "Salón del Patronato", thus named, probably, from the fact that some of the first documents to be stored there referred to Patronato Real.⁷ These documents, relating almost exclusively to the sixteenth and seventeenth centuries, are particularly rich in materials for the "era of the conquistadores". Their inventories, completed by Juárez in 1819, by virtue of royal authorization, comprise two volumes.

Volume I catalogues, first, seven *legajos* of Pontifical Bulls and Briefs concerning Real Patronato, erection of cathedrals and churches, and the appointments of archbishops and bishops during the years 1493 to 1703; second, forty-three *legajos* on discoveries, new lands and descriptions of them, for the period 1486-1640; third, 120 *legajos* relating to the merits and services of the first discoverers and conquistadores, 1514-1646. Volume II, also divided into three parts, catalogues papers concerning government, navigation, commerce, fortification, history, geography, Real Armada, astronomy, and other specific subjects. These papers, collected into 126 *legajos*, cover the period 1480-1790. There are items of extreme interest to be found in these catalogues to the Patronato Real, to which particular reference should be made. For example, there are eight *legajos* devoted to Christopher Columbus and his descendants; three to Magellan's expedition, and four to Hernando Cortés and his descendants. Under the heading

⁶ *Catálogo, Cuadro General*, p. 47. Chapman (in his *Catalogue of Materials*, p. 7, n. 18) says "They represent the selections of Juan Bautista Muñoz of the materials which he considered the most valuable of the Archives, as such they have been used by investigators more than any other equally valuable sets, and they constitute the principal source for the much cited *Colección de documentos inéditos relativos al descubrimiento, conquista, y organización de las antiguas posesiones españolas de America y Oceanía*, 42 vols., Madrid, 1864-1884.

⁷ Chapman (*Catalogue*, p. 7, n. 18) and Shepherd (*Guide*, p. 79) agree regarding the title of these papers saying that they derive their name from the fact that the papers were stored in a room which was formerly the office of that branch of royal administration.

"History", in Volume II., is a *legajo* of papers pertaining to Fray Bartolomé de Las Casas, and a similar *legajo* for Miguel de Cervantes Saavedra. Under "Real Armada" are a number of *legajos* concerning corsairs of various nations, the most important of whom was Sir Francis Drake.

The inventory to the second great set of papers, the Contaduría General del Consejo de Indias, which, as its name indicates, proceeds from the Council of the Indies, is to be found in four volumes. This work was concluded by Don Juan Agustín Cean Bermúdez in January, 1792. In all 1,956 *legajos*, embracing the years 1514 to 1778, were catalogued under various subheadings. The first, Papers pertaining to the Consejo de Indias and its Dependencies, contains accounts of receivers, treasurers, and porters of the Council, and copies of royal *cédulas* granting individuals permission to go to the Indies. Negro slavery in the New World constitutes the second subheading. The third subdivision of the inventory, is a calendar of papers referring to the Casa de Contratación de Sevilla, dealing solely with commerce and its protection. Following this is a section pertaining to the papers of the Consulados de Sevilla y Cádiz. The balance of the inventories to the Contaduría General concerns accounts of the Royal Treasury in Nueva España, Guatemala, Santo Domingo, Puerto Rico, Cuba, Filipinas, Nuevo Reino de Granada, Venezuela, Perú, Buenos Aires, and the Orinoco.

There are four inventory volumes to the Papers of the Contratación de Sevilla. These, the work of Don Agustín Cean Bermúdez (1793), list the materials proceeding from the Casa de la Contratación de las Indias, for the years 1492 to 1795. They are collected into 5,876 *legajos*, and constitute the third main grouping of *legajos* in the Archives. The greater part of the first volume of the inventory is given over to an enumeration of wills filed in the Contratación. In this volume are also to be found items referring to the examination of pilots and legal cases concerning commerce. Volume II. is concerned primarily with legal disputes arising out of commerce. The registers for the entrance and clearance of ships are catalogued in volume III. The most interesting papers of the Contratación are listed in the last volume of the inventory. They deal with trade companies both in Spain and in the New World, passengers, appointments of admirals and generals of the fleet, salaries, and other matters concerning the Armada. At the end of each of the four volumes is to be found a resumen, which furnishes the student with a short cut to its contents. The four inventories are supplemented by parallel index volumes.

The catalogue of the Justicia Papers consists of two volumes, one an inventory and the other an alphabetical index. They were prepared by Isidoro de Antillón and date from 1809. The papers listed constitute 1,187 *legajos* collected in six *estantes*, and comprise the years 1515 to 1664. The Papeles de Justicia de Indias, likewise transferred from Simancas, is one of the most important collections of the Archives. It is especially valuable for the earlier period, for in it are grouped *residencias* and *visitas*. The importance of this type of material will be given consideration later in this article. In the inventory volume the *legajos* are arranged according to *audiencias*, in each of which the papers are subdivided into cases between individuals, cases in which the government is a party, *residencias*, *visitas*, and commissions. Deviations from these set subdivisions constitute mainly, appeals to the Council of the Indies, with the *informaciones* and *probanzas* that accompany them. The index volume of the catalogue is merely a cross reference to the inventory and furnishes no additional information. Documents of more than ordinary interest to be found in the Justicia Papers are the Viceroy Mendoza visita taken by Tello de Sandóval, the Coronado residencia, and the residencia of Hernando Cortés. The extreme value of these papers is paralleled by their great bulk, for the first mentioned *visita* constitutes no less than twenty *legajos*.

Three very meager guides are provided for what is perhaps the richest set of all—Papeles del Consejo de Indias y Distintos Ministerios procedentes de Simancas. This set, familiarly known as the Simancas Papers, is collected in 103 *estantes*, totaling 18,860 *legajos*; it being therefore, the greatest in point of numbers in the Archives. In the first two volumes of the above-mentioned guides are the papers of the *distritos* divided into as many groups as there were *audiencias* in the Indies. The distribution of the documents corresponding to each *audiencia* conforms to the following classification: first, under the secular branch (*ramo secular*) are royal orders, civil government, correspondence, *expedientes*, treasury, war, marine, and commerce; second, under the ecclesiastical branch (*ramo eclesiástico*) are royal orders, nominations, correspondence, *expedientes*, special subjects, and religious orders. Of the *legajos* listed those that lend themselves most readily to profitable research are those which contain the correspondence of the viceroys, royal officials, and ecclesiastical dignitaries. For particular information concerning persons, the *hojas de servicios* (certificates of services) and *informaciones de oficio y partes* yield the best results.

In the third volume is a list of the papers called Indiferente which deal with America in general, not being referable to any particular district. There are also collected in this set material, not necessarily from Simancas, which arrived too late for classification in other inventories. It is, therefore, a growing set.⁸ The inventory to the Indiferente can be most conveniently considered under three heads, the Indiferente of New Spain, the Indiferente of Peru and the Indiferente General. The same system of subdivision employed in the catalogues of the Simancas Papers proper is used for the Indiferente of New Spain and Peru. Under the title, Indiferente General, as widely varying subjects as royal orders for the formation of the Archivo General de Indias, Asientos concerning Negroes, Flotas and Armadas, and Diplomatic relations with Rome concerning Patronato Real, are to be found.

This classification of the Simancas Papers was made in accordance with Article 29 of the *Ordenanzas of the Archivo General de Indias*, January 10, 1790. Since that date the papers have retained their original classification, no improvements or alterations having been attempted. Nor have the provisional inventories, made long ago, been replaced by more permanent and serviceable guides.

The Escribanía de Cámara del Consejo de Indias has an inventory of seven volumes bound in sheepskin. None of them has an index, nor are the cover-titles legible, so one is compelled to go through the volumes page by page to find the desired reference. The catalogues itemize minutely the records of the Royal Secretariat for the years 1525 to 1761. They are a continuation in chronological order of section four of the Justicia Papers. They comprise in all 1,194 voluminous *legajos*, and are installed provisionally on the lower floor of the Archives. The original classification in which they were transferred to the Archivo General, i.e. by *audiencias*, has been retained. Under these heads legal cases, *residencias*, *visitas*, and commissions are treated.

To the *legajos* of the next set—the Secretaría del Juzgado de Arribadas de Cádiz y Comisión interventora de la Hacienda Pública de Cádiz, there are two inventories. The maritime and financial documents, with which they deal, were sent to Seville from their respective centers in 1822. The Secretariat of the Tribunal Papers comprise 369 *legajos*, to which have been added the 224 *legajos* of the Supervisory Commission. The first named includes the years 1674 to 1822, and the latter

⁸ Shepherd, *Guide*, p. 67.

1560 to 1821. Although thus combined they constitute one of the twelve major sections of the Archives Collection, as the title indicates their value and usefulness is restricted, due to their particular nature.

Espedientes concerning the mails to and from the Indies, for the years 1764 to 1825, were brought to the Archivo General de Indias in 1864, and constitute the eighth general division of the Archives. They are classified geographically and chronologically, with a group on America in general. The general contents of the 484 *legajos* which comprise the set, are described in the *Indice e Inventarios de los Papeles de Correos*. The principal matters contained, with reference to each *audiencia*, are the following: correspondence and *espedientes*, maritime mails, accounts, and ship-logs.

The collection known as the Papeles de Estado is composed of 105 *legajos* dating from 1686 to 1860. In 1871 they were consigned to the Archivo General by the Ministry of State (*Estado*). They are organized similarly to the Simancas Papers and are classified in the same manner, that is, into thirteen subdivisions by colonial districts, with an additional section called America in general. There is a valuable topical guide, *i.e.*, by *espedientes*, to the set. In addition *papeletas* are provided for each *legajo*, as the index failed to cover the last ten *legajos* of America in general. In this set are assembled part of the papers exchanged between the Consejo de Indias and the Departamento de Estado concerning state affairs. In addition to the Indies in general, the Papeles de Estado group is particularly rich in items bearing on the history of the Pacific Ocean and the American southwest.⁹

Matter concerning the Ministry of Ultramar was turned over to the Archivo in Seville in 1887. It consists of 880 *legajos* and refers to Cuba, Puerto Rico, Luisiana, Florida, Filipinas, and America in general for the years 1605 to 1868, thus supplementing and continuing the Papers of the Audiencias. For the classification of each one of these groups the same plan was followed as was employed for the Simancas Papers. In the *Inventario de los papeles remitidos por el Ministerio de Ultramar al Archivo General de Indias* the *legajos* are numbered consecutively. These *legajos* are provisionally installed in the new cases on the lower floor of the Archivo.

The Papeles Procedentes de la Isla de Cuba are comparatively wellknown to American students due to Roscoe R. Hill's admirable *Descriptive Catalogue*. The Cuban Papers derive their name from the

⁹ *Ibid.*, p. 33.

fact that they were formerly in Havana in the Archivo General de la Isla de Cuba, from which place they were sent to Seville in thirteen shipments, during the years 1888-1889. They reach a total of 2350 *legajos*, and embrace the period 1669 to 1866. The various shipments to the Archivo de Indias were accompanied by checklists, made by taking the first entries from earlier inventories existing in the Archivo General de Cuba, or by copying the titles from the tags on the *legajos*. These checklists were placed together in the order of receipt, and are the only official index of the papers existing in the Archivo de Indias.¹⁰

It is interesting to note that this great collection of manuscript material was almost lost to the world of scholarship at the time of its removal to Spain. On arrival in Seville, due to lack of shelf-space, it was placed in the principal rooms of the Archives on wooden platforms prepared for this purpose. It was soon noted, however, that paper-moths had made appreciable inroads on the collection, making it necessary to transfer it to the lower floor, to prevent the spread of the pest. Before being permanently located they were carefully cleaned, ventilated, and inspected. Thanks to the very great care exercised, the destruction was stopped, and the moths have never reappeared.¹¹

The Papeles de Cuba are classified in thirteen divisions which correspond to the thirteen shipments from Cuba. In the first three divisions are documents concerning the government of West Florida. In them are contained the correspondence of the governors of New Orleans, Pensacola, and Louisiana, as well as that of the intendants and others. The fourth, fifth, and sixth are made up of treasury accounts and official correspondence in East and West Florida and Louisiana. The seventh group of documents concerns the official correspondence of New Orleans, Cartagena de Indias, Nuevo Reino de Granada, Costa Firme, Sante Fé de Bogotá, Vera Cruz, Puerto Cabello, Castillo del Morro, and Santo Domingo. In the eighth, ninth, and tenth sets, are collected *documentos de Cuba y Santo Domingo*. These are largely the military correspondence of the Captaincies General. The last three divisions, America in general, cover a variety of subjects. As pointed out in Hill's *Descriptive Catalogue* (p. xi), the Cuban Papers offer the finest opportunity for research in United States History of all the sets in the Archivo General de Indias.

¹⁰ Hill, *Descriptive Catalogue*, p. xi.

¹¹ *Catálogo, Cuadro General*, p. 147.

The twelfth and final major group, the Papeles de Cadiz, is an accession made in 1903. It came from the Biblioteca Provincial de Cádiz, where it had been known as the Archivo de Indias de Cádiz. From the slight index (*Libro de Actas*) one learns that it is made up of 1260 *legajos*, and approximately 750 account books. The *legajos* do not have guidecards indicating place, subject, and date, nor are their size uniform. Their utility, for these Archives, is doubtful, since the majority of them do not refer to the Indies but rather to the House of Trade in Cadiz. They are assembled in a separate room to protect the rich collection of the Archives from the moth-pest with which they are infected.

Next to unsatisfactory inventories and indices, one of the greatest difficulties that confronts the investigator in the Archivo General is the matter of limited working hours. At present, the Casa Lonja is officially open for work from 9.00 a.m. to 3.00 p.m. on week days. In actual practice, however, this time is shortened to about five hours a day. Holidays, however, do not come with the frequency that one might expect in a European Catholic country, so, in this respect, there is no reason for complaint.

The securing of *legajos* for examination presents little in the way of difficulties. One has but to fill out a call-slip, known as a *papeleta de pedido*, and present it to the official in charge. An *ordenanza* secures the desired *legajo* and brings it to the student's table. When a new *legajo* is delivered the old one must be returned to the shelves; beyond this restriction, one is free to call as many as he desires.

There are other rules, however, regarding the handling of material. The most rigid of these is that documents are not to be carried about except by attendants, who should be called for that purpose. Since most of the manuscripts have been arranged separately in chronological and topical order, the research-worker is urged not to disturb this sequence. The marking of manuscripts and tracing over them is likewise prohibited. This rule, notwithstanding, is not strictly obeyed; nor is the prohibition against smoking in the archives building rigidly enforced. It is permitted in the corridors, and is even winked at in the workroom. Not infrequently an archives official can be seen smoking over a precious manuscript which, were it to be destroyed, can never be replaced.

Another archives regulation, more recently adopted, requires that a record be kept of all documents copied by investigators. To carry this out a blank form (*cedula de resultado de investigacion*) with spaces

for date, name, and nationality of investigator, subject of investigation, number and title of *legajo*, destination of copies and extract of subject matter, has been provided. It was believed that this system would remove one of the greatest difficulties that confronted students in the Archives, *i.e.*, the lack of any record of previous investigation, which led to useless duplication of work.¹² Though this effort was most laudable, its resultant utility is almost negligible; for, it was begun too late to secure a complete record, it lists only transcripts and not student's notes, and lastly, its files are not accessible. Nor are the back files of the callslips obtainable should one desire to consult *legajos* examined by previous investigators.

Having thus outlined the character of the collection in the Archivo General de Indias which awaits the investigator in Hispanic American History, there now remains for consideration the best methods of meeting the problems presented. Although research methods are largely relative in character, there are certain rules for procedure in these Archives which are applicable to all persons. Obviously, one should direct his attention to materials which will yield the best results. The most valuable kinds of documents for the majority of research subjects are *hojas de servicios*, *residencias*, and *visitas*. In the *hojas de servicios* are to be found records, not only of official services, but complete biographies as well. *Residencias* sum up entire incumbencies of royal officials by means of testimonies and replies to charges. They include also, all official papers to which reference is made in the investigation. In them are to be found the most complete and compact accounts of viceregal reigns, governorships, or any other tenure of office. *Visitas* are valuable for similar reasons, although they do not cover entire terms of office. Informing letters, such as the correspondence of the viceroys and other royal and ecclesiastical officials, furnish a broad background that cannot be secured from such personal sources as *informaciones* and *hojas de servicios*.

¹² James A. Robertson (in his *List of documents in Spanish archives relating to the history of the United States which have been printed or of which transcripts are preserved in American libraries*, Washington, 1910,) made the first attempt to assemble results of investigations in Spanish archives, but it has lost a considerable part of its value due to the fact that many manuscripts have been copied and published since 1910—more, perhaps, than existed at that time. There is no task so vital to the successful promotion of American research in Spanish archives as is the bringing of Robertson up-to-date. Of equal importance is a similar work applicable to all the Americas.

When, therefore, the investigator goes to the catalogues, he should mark as much of this type of material as is possible. These annotations should be made on uniform slips of paper arranged, in the desired order of investigation. This system will obviate the necessity of constant reference to the catalogues. Moreover, one will always have, ready at hand, a record of what remains to be done. New leads are constantly appearing as one investigates, and can be immediately fitted into their proper place in the file.

Being thus equipped, the student can consult the *legajos* to better advantage. On the discovery of useful information, some uniform system of marking it should be employed. The use of colored slips of paper is perhaps the most satisfactory method. At the same time, careful record of what is marked should be kept in a file similar to that made for "*legajos* to be consulted". It is advisable to delay the copying of manuscripts until everything has been examined, for until then, their relative value cannot be properly determined.

Once the list of "*legajos* to be consulted" has been exhausted, the investigator can decide what is to be rejected, what is to be copied, and what is useful only for scattered notes. In some cases the making of *registras* rather than complete copies, is recommended. Competent typists can be hired in the Archives at a nominal price for the making of transcripts. Those who plan to have transcripts made should bring a supply of typewriting paper and carbons with them, as the local shops provide inferior paper at exorbitant rates. This is also true as regards note-paper. In order to insure the safe arrival in the United States of one's work, it is a wise precaution to have all transcripts made in duplicate—sending one by registered mail, and bringing the other in person.¹³

Under archival routine there remains the consideration of the photographing of maps. The excellent collection has been catalogued in great part by Sr. D. Pedro Torres Lanzas, head of the Archives.¹⁴ Ready access, therefore, can be had to many of the maps, and should one desire to procure photographic copies, this can be easily arranged through the official photographer.

¹³ It is very necessary to point out the unreliability of the Spanish mail system. Nothing of value should be sent unregistered, and even then, safe delivery is not assured. In having money remitted to Seville, it is advisable to act through the agency of the Anglo-South American Bank, which has branches in both New York and Seville.

¹⁴ See Hill, *Descriptive Catalogue*, p. vii, for titles.

Finally, the friendly reception accorded foreigners by the Archivo General needs but to be mentioned. The comparatively recent realization of the New World that its early history can best be studied in Spanish archives, has been heartily endorsed by Spain which is meeting American students with unalloyed sympathy and approval. This is evidenced by the attempt to create a great center about the Archivo General de Indias in Seville for the study of colonial history. The idea was conceived at the Congreso Hispano-Americano held in Barcelona in 1911, and, by royal order of 1914, "El Centro de Estudios Americanistas de Sevilla" was founded. The aims were, as expressed in the order of foundation: "a más de ser un lugar de investigación histórica un vivero donde perfeccionen sus estudios los archiveros españoles y americanos y donde sobre los materiales acumulados de histórica colonial, prácticamente se preparen para el inventario, la catalogación y explotación de los documentos históricos que queden a su cuidado, siendo finalmente un lazo de unión entre los hispano-americanos, con los vínculos de la documentación histórica común y donde tantas lagunas hay que llenar y tantos errores que desvanecer".¹⁵ Invitations were sent to American students to work in the Archives under expert direction, but, due to the outbreak of the war, students were prevented from coming, and so, the project failed. Its official publication, *El Boletín del Centro*, continues to exist, and is now in its seventh year. Quite recently this movement was revived, and it is hoped, now that the war is over, that transatlantic students will be attracted in increasing numbers to Seville. It is to these students, coming from the United States, that this article is directed in the hope that it may be some assistance in guiding them through the archive labyrinth.

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¹⁵ *Catálogo, Cuadro General*, p. 156.